

Fall Workshops!



Massachusetts Department of Housing
and Community Development
100 Cambridge Street
Suite 300
Boston, MA 02114



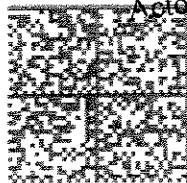
UMASS
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Acton, MA

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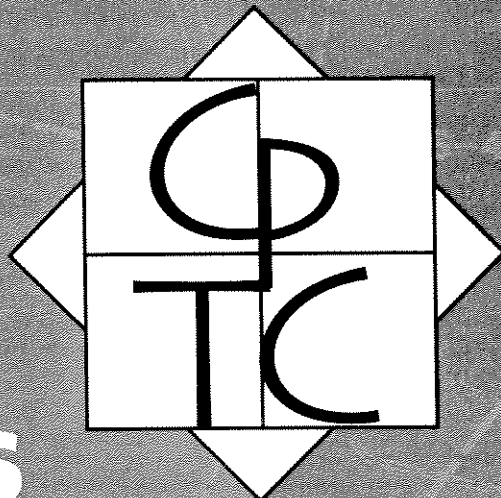
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Citizen Planner Training Collaborative

New this year: Distance Learning Option!
See inside for CPTC "Webinar"
Wednesday, November 7

Fall 2007 Workshops



**Please post this brochure
and discuss it at your
Board meeting!**

www.umass.edu/masscptc

The Citizen Planner Training Collaborative is a cooperative program of UMass Extension, the Massachusetts Department of Housing and Community Development, the Massachusetts chapter of the American Planning Association, the Massachusetts Association of Regional Planning Agencies, the Massachusetts Association of Planning Directors, and the Massachusetts Federation of Planning and Appeals Boards.
UMass Extension offers education programs, materials, and employment without regard to race, color, creed, sex, age, national origin, and mental or physical handicap.

Citizen Planner Training Collaborative Workshops • Fall 2007

New this year: Interactive "Webinar"

Our first "distance learning" offering! Learn from your home or office, or anywhere you have access to a computer. Assistant Attorney General Robert Ritchie will kick things off with one of our most popular workshops: "Roles and Responsibilities of Planning Boards and Zoning Boards of Appeals." Participants

can ask questions and interact with Bob in real time. This state-wide presentation takes place on Wednesday, November 7, at 7 p.m. Registration is the same as for traditional workshops. Please include an email address on registration form.

Planned Production Affordable Housing Plans

This module will describe the process and requirements for development and approval of an affordable housing plan under Planned Production. Planned Production is designed to give more local control over the 40B process, and involves the submission of an affordable housing plan combined with the production of a percentage of affordable housing. The module will also outline the relationship between the municipality, the Department of Housing & Community Development, the Zoning Board of Appeals, and the Housing Appeals Court under Planned Production.

Roles and Responsibilities of Planning & Zoning Boards

The most introductory session for new board members. It introduces new board members to the functions of the boards and the main tools and terminology of planning and zoning, including information on public hearings, meetings and ethics.

How to Hold the Perfect Public Hearing

This session covers legal and procedural requirements for conducting a public hearing. It also contains video clips to assist boards in avoiding constructive approvals, easing tension between parties over controversial projects, and calming chaotic hearings.

Special Permits and Variances

Describes the difference between special permits and variances; the issues and criteria for decision-making; timelines and procedural requirements.

Site Plan Review

The Zoning Act does not contain any provisions for the review of site plans, however the process can be a very effective tool for a board to review the details, aesthetics and impacts of a potential project. This course explains the difference between site plan approval and special permits; the review process; the types of conditions a board may impose; reasons for disapproval; the appeal process and the types of information a town can require to be shown on a site plan.

Vested Rights and Nonconforming Structures and Uses

Clarifies the difference between a nonconforming structure, lot, and use. Explains the difference between a nonconforming and a noncompliant structure; familiarizes board members with issues regarding alterations to nonconforming structures or uses. Describes separate and common protection, as well as vested rights for subdivision and ANR plans.

Writing Reasonable and Defensible Decisions

The course covers some key points that will assist boards in writing clear and defensible decisions. It describes criteria that should be contained in local zoning regulations and how these regulations relate to the types of conditions a board may impose when approving a special permit or variance application.

Chapter 40B

This session explains Chapter 40B, the Comprehensive Permit Law, the procedural requirements a board must follow, the rights of the municipality and the developer, requirements of affordability and techniques for negotiation.

How to Read a Subdivision Plan

Explains how topography, roads, lot lines, wetlands, drainage, and utilities, etc., are delineated on a plan. Aids boards with decision-making and negotiating.

Open Space Residential Development

This workshop will address issues faced by local officials and citizens involved in the protection of open space for cluster/OSRD and other similarly structured types of developments. Includes: how to ensure the open space is completed, communications with other town boards and committees, surveying, public access, ownership, and easements.

Inclusionary Housing

This new workshop includes the basic elements of an innovative zoning technique known as an Inclusionary Housing Bylaw. Part of the Smart Growth Toolkit, this strategy helps communities meet the 10% affordable housing requirement established under Chapter 40B.

Sustainability

Energy conservation and sustainability are increasingly being addressed at the local level. Participants will learn the basics of clean, renewable energy, the Massachusetts Renewable Portfolio standard (RPS) and what planners and planning boards need to know to site clean energy facilities in their communities.

Expedited Permitting—MGL Chapter 43D

Chapter 43D is the State's new municipal permitting statute. By using Chapter 43D, municipalities designate Priority Development Sites that support commercial and mixed-use development. The workshop will explain how Chapter 43D works and the obligations and benefits of the program. The workshop will highlight the full spectrum of services available through this program and will include presentations by the State Chapter 43D Team comprised of the Permit Regulatory Office, the Mass Office of Business Development, MassDevelopment, the Regional Planning Agency, and the Massachusetts Alliance for Economic Development.

Promoting Fair Housing in Your Community—Fair Housing Responsibilities of Planning Boards and Zoning Boards of Appeals

Learn how Planning Boards and ZBAs can help cities and towns fulfill their responsibility to promote and uphold fair housing principles. Understand the fair housing implications of how your community decides to grow and develop and the opportunities to promote an open and welcoming community for all.

Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations hosting the Fall 2007 sessions:

Berkshire Regional Planning Commission, Cape Cod Commission, Central Massachusetts Regional Planning Commission, Franklin County Regional Council of Governments, Martha's Vineyard Planning Commission, Merrimack Valley Planning Commission, Metropolitan Area Planning Council, Montachusett Regional Planning Commission, Northern Middlesex Council of Governments, Old Colony Planning Council, Pioneer Valley Planning Commission, Southeastern Regional Planning and Economic Development District

Special thanks to Sean Bender and Wentworth Institute of Technology Center for Community and Learning Partnerships for helping produce the Fall Webinar, and to Elaine Wijnja at DHCD for organizing the workshops.

CPTC Core Curriculum

CPTC offers two certificates to participants who have completed the following workshops:

LEVEL 1 CERTIFICATE (complete 3 of the following):

- 1) The Roles and Responsibilities of Planning and Boards of Appeals
- 2) Introduction to the Subdivision Control Law (incl. Approval-Not-Required Lots)
- 3) Introduction to the Zoning Act
- 4) How to Write Resasonable and Defensible Decisions

LEVEL 2 CERTIFICATE (complete 3 of the Following):

- 1) Planning with Community Support (for planning boards only)
- 2) Non-conforming Structures, Lots and Uses, and Vested Rights
- 3) Zoning Exemptions
- 4) Special Permits & Variances

SPECIAL NOTE: Attendance at CPTC training sessions by city and town board members is an eligible activity under the state's **Commonwealth Capital** program. Communities can receive additional points in their Commonwealth Capital application by sending board members to CPTC sessions.

Workshops designated "MIIA credit" entitle your town to credit under the **MIIA Rewards Program** towards public officials liability insurance.

Core curriculum as of 8/15/07; CPTC reserves the right to make minor revisions.

Fall 2007 Schedule

Number	Workshop Name	Date/Time	Trainer	Location/Sponsor
1.	Inclusionary Housing	Wednesday October 10 7 p.m.	Stephen Wallace, Central Massachusetts Regional Planning Commission	Old Colony Planning Council Office 70 School St., Brockton
2.	How to Hold a Perfect Public Hearing	Thursday October 11 7 p.m.	Pam Brown, Attorney, Brown & Brown PC	Northern Essex Community College Technology Center, Room 103 100 Elliot Street, Haverhill <i>Sponsor: Merrimack Valley PC</i>
3.	Planned Production Affordable Housing Plans (MIIA credit)	Saturday October 13 9 a.m.	Phil DeMartino, Technical Assistance Program Coordinator, DHCD	Martha's Vineyard Planning Commission Office 33 New York Ave., Oak Bluffs
4.	Open Space Residential De- sign and Conservation	Wednesday October 17 7 p.m.	Robert Levite, Attorney, and UMass Extension Educator	Central Massachusetts Regional Planning Commission Office 35 Harvard Street, Worcester
5.	Vested Rights and Noncon- forming Uses and Structures	Wednesday October 17 7 p.m.	Gregor McGregor, Attorney, McGregor Associates	Martha's Vineyard Commission Office 33 New York Ave., Oak Bluffs
6.	Site Plan Review	Thursday October 18 7 p.m.	Joseph Peznola, Hancock Associates	Southeast Regional Planning & Economic Development Office 88 Broadway, Taunton
7.	Subdivision Control and ANR	Thursday October 18 7 p.m.	Glenn Garber, UMass Extension Educator	Kittredge Center for Business, HCC 303 Homestead Avenue, Holyoke <i>Sponsor: Pioneer Valley Planning Commission</i>
8.	Expedited Permitting MGL Chapter 43-D	Monday October 22 7 p.m.	April Anderson, Massachusetts Permit Regulatory Office; Other speakers TBA	Lowell Regional Transit Authority 100 Hale Street, Lowell Community Room <i>Sponsor: Northern Middlesex COG</i>
9.	How to Hold a Perfect Public Hearing (MIIA credit)	Monday October 22 7 p.m.	Robert Ritchie, Massachusetts Assistant State Attorney General, Director—Municipal Law Unit	Franklin Regional Council of Governments Conference Room 278 Main Street, Greenfield
10.	Introduction to the Zoning Act (MIIA credit)	Tuesday October 23 7 p.m.	Barbara Saint Andre, Attorney, Petrini & Associates, PC	Central Massachusetts Regional Planning Commission Office 35 Harvard Street, Worcester
11.	Sustainable Energy	Thursday October 25 7 p.m.	Catherine Miller, Senior Planner, Pioneer Valley Planning Commission; Ralph Willmer, Senior Planner, Vanesse Hangen Brustlin	Montachusett Regional Planning Commission R1427 Water Street (MART Bldg), Fitchburg
12.	Subdivision Control/ANR	Monday October 29 7 p.m.	Robert Hoogs, Foresite Land Services	Berkshire Regional Planning Commission 1 Fenn Street, Suite 201, Pittsfield
13.	Sustainable Energy	Tuesday October 30 7 p.m.	Ralph Willmer, Senior Planner, Vanesse Hangen Brustlin	Milton Senior Center 10 Walnut St. (Behind Town Hall), Milton <i>Sponsor: Metropolitan Area Planning Council</i>
14.	Sustainable Energy	Thursday November 1 7 p.m.	Catherine Miller, Senior Planner, Pioneer Valley Planning Commission; Ralph Willmer, Senior Planner, Vanesse Hangen Brustlin	Lowell Regional Transit Authority 100 Hale Street, Lowell Community Room <i>Sponsor: Northern Middlesex COG</i>
15.	Expedited Permitting MGL Chapter 43-D	Monday, November 5 7 p.m.	April Anderson, Massachusetts Permit Regulatory Office; Other speakers TBA	Central Massachusetts Regional Planning Commission Office 35 Harvard Street, Worcester
16.	Special Permits and Variances	Monday November 5 7:30 p.m.	Wayne Feiden, Planning Director, Northampton	Franklin Regional Council of Governments Conference Room 278 Main Street, Greenfield
17.	Promoting Fair Housing in Your Community	Wednesday November 7 7 p.m.	Aviva Rothman-Shore, Fair Housing Center of Greater Boston	Hanover Town Hall, Selectmen's Hearing Room, 550 Hanover St., Hanover <i>Sponsor: Metropolitan Aea Planning Council</i>
18.	Planned Production Afford- able Housing Plans	Thursday November 8 7 p.m.	Phil DeMartino, Technical Assistance Program Coordinator, DHCD	Old Colony Planning Council Office 70 School St., Brockton

Fall 2007 Schedule

Number	Workshop Name	Date/Time	Trainer	Location/Sponsor
19.	How to Read a Subdivision Plan	Thursday November 8 7 p.m.	Todd Blake, TrafficSolutions, Inc.	Montachusett Regional Planning Commission R1427 Water Street (MART Bldg), Fitchburg
20.	Sustainable Energy	Thursday November 8 7 p.m.	Catherine Miller, Senior Planner, Pioneer Valley Planning Commission	Clarion Inn 1 Atwood Drive, Northampton (Route 91, Exit 18) Sponsor: PVPC
21.	Vested Rights and Non-Conforming Uses & Structures	Thursday November 8 7 p.m.	Elizabeth Lane, Attorney, Kopelman & Paige	Southeast Regional Planning & Economic Development Office 88 Broadway, Taunton
22.	Special Permits and Variances	Wednesday November 14 7 p.m.	Ezra Glenn, Director, Community Development Department, City of Lawrence	The Peabody Institute (The Gordon Room) 15 Sylvan Street, Danvers Sponsor: Metropolitan Area Planning Council
23.	Promoting Fair Housing in Your Community	Thursday November 15 7 p.m.	Aviva Rothman-Shore, Fair Housing Center of Greater Boston	Northern Essex Community College Technology Center, Room 103 100 Elliot Street, Haverhill Sponsor: Merrimack Valley PC
24.	Open Space Residential Design and Conservation	Monday November 19 7 p.m.	Robert Levite, Attorney, and UMass Extension Educator	Berkshire Regional Planning Commission 1 Fenn Street, Suite 201, Pittsfield
25.	NEW FOR THIS FALL, AN ONLINE WORKSHOP OPTION: THE CPTC "WEBINAR" Roles and Responsibilities of Planning Boards and Zoning Boards of Appeals	Wednesday November 7 7-9 p.m.	Robert Ritchie, Assistant State Attorney General, Director— Municipal Law Unit	Learn from your home or office! Same price as standard workshop (\$30). Please include your email address with registration. Must have computer with web access to participate. Sponsor: Wentworth Institute of Technology—Center for Community and Learning Partnerships.

Indicate
workshop
number(s)
on registra-
tion form.
Workshop
numbers are
shown at
right.

**SPECIAL ONE-DAY
PROGRAM AT CAPE COD**

*Lunch is included in the fee
for full day registrants.

Friday November 9
Two sessions starting 9 a.m. and 11 a.m.

8:30-9 a.m.

CHECK-IN

9-10:45 a.m.

**Workshop #:
CAPE-1**
Introduction to
the Zoning Act
Tom Broadrick,
Nantucket Plan-
ning Department
(MHA credit)

**Workshop #:
CAPE-2**
Writing Reason-
able and Defen-
sible Decisions
Gregor McGregor,
Attorney,
McGregor &
Associates
(MHA credit)

10:45-11 a.m.

BREAK

11-12:30 p.m.

**Workshop #:
CAPE-3**
Roles/Responsi-
bilities of Plan-
ning and Zoning
Boards
Jon Witten, At-
torney, Daley &
Witten
(MHA credit)

**Workshop #:
CAPE-4**
Vested Rights and
Non-Conforming
Uses
Barbara Saint
Andre, Attorney,
Petrini &
Associates
(MHA credit)

12:30-1:30 p.m.

LUNCH*

1:30-3 p.m.

Cape Cod Commission Presentation

Harwich Community Center
100 Oak St., Harwich

Fee: \$30 for one workshop (either 9
a.m. or 11 a.m.); \$60 for both sessions,
including lunch.

For **lodging options**, please visit the
following websites:

The Harwich Chamber of Commerce
www.harwichcc.com

The Cape Cod Chamber of Commerce
www.capecodchamber.org

Registration & Information

Who Should Attend:

- Planning, zoning, building, conservation officials
- Citizens interested in land-use and development issues in their communities
- Municipal staff members who serve boards and planning departments
- Professional planners, and others who consult with municipal boards

Cost:

Each workshop is \$30 (unless otherwise noted) and includes valuable handout materials. Payment is due with registration. Town checks may be sent by separate mail and arrive after the deadline.

Time:

Workshops typically last two hours. Please arrive 10–15 minutes before the workshops.

Registration

Deadline:

Five calendar days before the date of workshop to guarantee that there will be enough space and handouts for you. **We DO NOT confirm registration.** Please assume that you are registered once you have sent in your form.

Refund Policy:

Refunds honored if in writing before workshop date. CPTC reserves the right to cancel workshops. In that case, you will be notified prior to the workshop date and registration fees will be returned.

Questions:

www.umass.edu/masscptc
or Elaine Wijnja, DHCD,
at (617) 573-1360 or
Michael DiPasquale, CPTC
at (413) 545-2188

Registration Form (One person per form. Please print clearly.)

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Daytime phone: _____
(must be included for Webinar)

City/Town served: _____

Board Affiliation: _____

Workshops attending:

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Do you need a receipt? Yes No

Check enclosed? # _____ Check being mailed? Yes No

You may also register by email—please include ALL of the above information and email: cptc-registration@comcast.net

Please make check payable to **CPTC** and mail complete registration to:
CPTC • P.O. Box 912 • Greenfield, MA 01302 or fax to (413) 625-2099

Registration Form (One person per form. Please print clearly.)

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

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